

HRIS – Human Resources Information Solution

RESOURCE GUIDE: RETROACTIVE PAY CALCULATION

RETROACTIVE PAY CALCULATION

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Retroactive Pay Calculation ZR131

Introduction

Retroactive pay is used when an employee has had a pay change that should have been processed sometime in a prior pay period and as a result the employee has been over / under paid.

In HRIS, the **Agency Retroactive Pay Calculation (ZR131)**, provides the steps necessary to recalculate past payroll processing for an individual and creates the necessary records for any differences that occurred between the original pay and the recalculated pay.

- Retroactive Pay may be a result from a scenario where an employee's pay information changed but notification of the change was keyed late into HRIS. ***There must be pay change in order to cause a retroactive pay correction.***

Employee must be paid at the correct rate for all hours worked, including those hours paid at overtime rates. HRIS recalculates an employee's pay including overtime based on FSLA rules during the regular payroll processing.

- Agency Retroactive Pay Calculation ZR131, is not used when completing prior pay period adjustments. For example; an employee was not paid for 5 hours, the time was submitted after payroll cut-off and payroll was already processed. These adjustments are completed using the Detailed Time Entry (XR35.2).

Report Options

The ZR131 has three Update Options on the Time Record field.

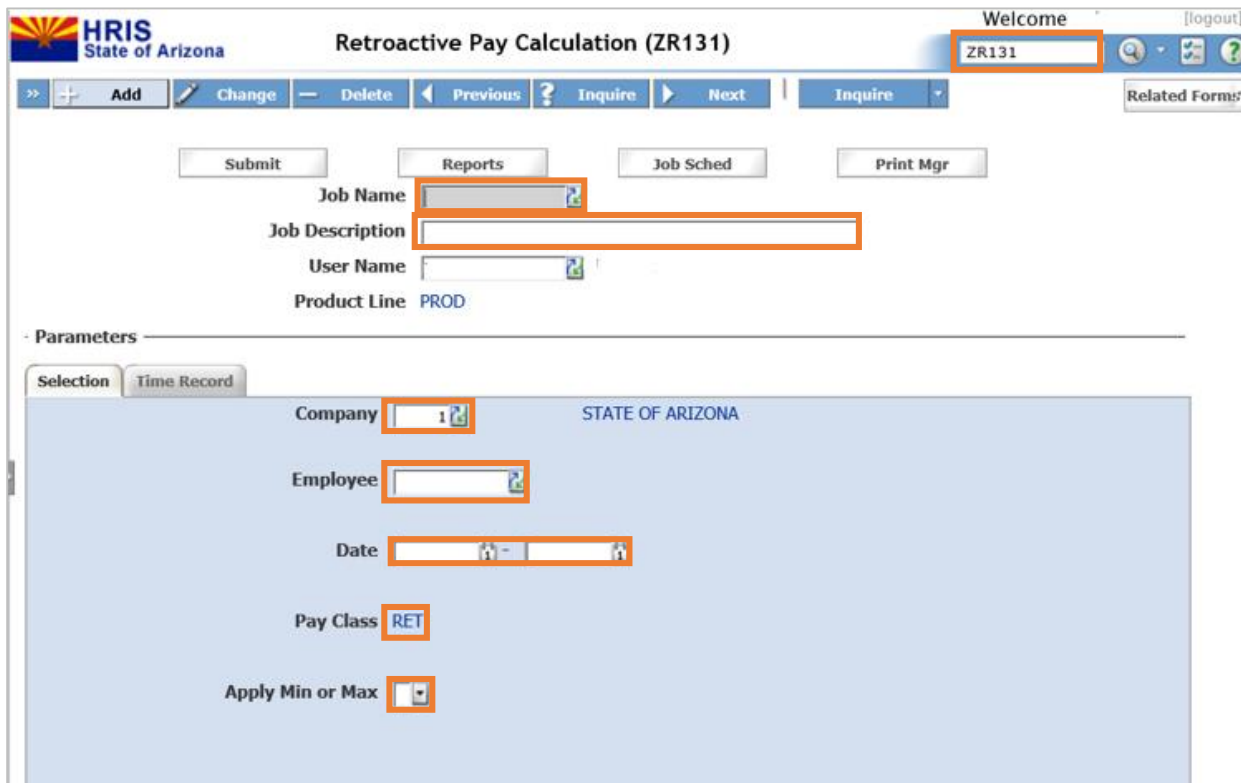
- **Update:** Recreate Time Records (U): Allows user to recreate time records by deleting all existing retro time records and recreating retro time records based on job parameters.
- **Report (R):** Allows user to run a report to produce an edit report without creating actual time records.
- **Update:** Add Time Records (A): Allows user to add time records to create additional retro time records based on new parameters.

If the employee has a Retroactive Pay Action that affects a period of time that had multiple pay grade changes then multiple ZR131 actions will be completed. If this is the case, select the Update Option of **A Update:** Add Time Records for each pay grade range.

HRIS highly recommends that ZR131 is run in REPORT MODE prior to UPDATE MODE to verify calculations.

Create Job Parameters

Selection Tab

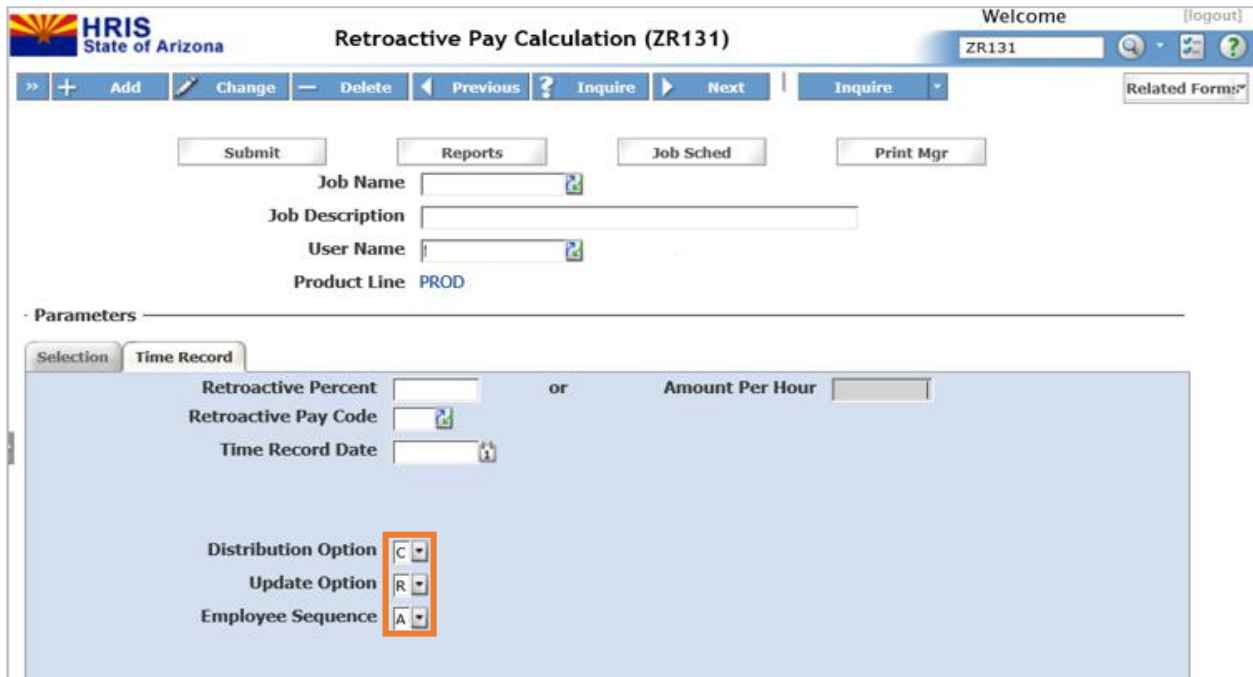


The screenshot shows the HRIS State of Arizona Retroactive Pay Calculation (ZR131) form. The form is titled "Retroactive Pay Calculation (ZR131)" and includes a "Welcome" message with the user ID "ZR131". The form has a navigation bar with buttons: Add, Change, Delete, Previous, Inquire, Next, and Inquire. Below the navigation bar are buttons for Submit, Reports, Job Sched, and Print Mgr. The form fields are: Job Name, Job Description, User Name, Product Line (PROD), Company (1), Employee, Date, Pay Class (RET), and Apply Min or Max. The Selection tab is active.

HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
White Box Search field	R	Type ZR131 and press Enter		
Job Name field	R	Type a unique job name for the report		<ul style="list-style-type: none"> Job Name cannot contain more than 10 characters. No spaces allowed. The Job Name should be unique for each employee or action, otherwise the information on the original report will be overwritten.
Job Description field	R	Type a unique description for the report		Field is a maximum of 30 characters. Description can include spaces and special characters (i.e. – or _)
Company field	R	Select or Type 1	State of Arizona displays	Company will always be 1
Employee field	R	Select or Type the Employee's		

		Identification Number (EIN)		
Date field	R	Select or Type the date range related to the time period in which the employee is due retroactive pay		Date must be entered as MMDDYYYY <ul style="list-style-type: none"> ▪ If there is more than one date range (non-consecutive dates), complete more than one retroactive pay process / report ▪ Date range must include a beginning and ending date. ▪ Retroactive for a single day, enter the same date in both the beginning and ending fields.
Pay Class field	R	NO ACTION Required	RET will always appear in this field on the form.	The RET pay class includes all pay codes that are affected by a retroactive pay action.
Min Max limits field	R	Select Y or N	<p>If N is selected:</p> <p>HRIS will not look at the salary range for the employee's current grade</p> <p>If Y is selected:</p> <p>HRIS will look at the salary range for the employee's current grade</p>	Determines how the retroactive pay will be calculated N is the default.

Time Record Tab



HRIS State of Arizona

Retroactive Pay Calculation (ZR131)

Welcome [logout]

ZR131

» + Add Change - Delete Previous ? Inquire Next Inquire Related Forms

Submit Reports Job Sched Print Mgr

Job Name

Job Description

User Name

Product Line PROD

Parameters

Selection Time Record

Retroactive Percent or Amount Per Hour

Retroactive Pay Code

Time Record Date

Distribution Option C

Update Option R

Employee Sequence A

HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
Retroactive Percent field	N/A	Leave Blank		Do Not use the Retroactive Percent.
Amount Per Hour field	R	Type Amount per hour		The amount per hour can be a positive or a negative. Amounts is the difference between the old rate and the new rate. Entered as X.XX or -X.XX
Retroactive Pay Code field	R	Select or Type 144 Retroactive Pay Code		Always enter 144
Time Record Date field	R	Enter the applicable Time Record Date if employee is in excluded (EXC) Pay Plan. Leave this field blank if employee is in a non-exempt (NEXP) or exempt (EXP) Pay Plan		Field will be different depending on the type of employee: <ul style="list-style-type: none"> If an employee is in an excluded (EXC) Pay Plan, the Time Record Date must be the last day of the pay period for the retroactive time record. If the employee is in a non-exempt (NEXP) or exempt (EXP) Pay Plan, the Time Record Date must be left blank.
Distribution Option field	R	Field defaults to C		This field should always default to C – Current Distribution . By Selecting C – time record will be created using employee's current

				Labor Distribution as defined on HR11.
Update Option field	R	Select the Update Option of R Report		Retroactive Jobs will always be run twice. The first time in Report Mode , the second time in Update Mode . At this step, select R for Report Mode.
Employee Sequence field	R	Select or Type the desired Employee Sequence		This will be A for Alpha or N for Numeric
Add button	R	Click Add to save Retroactive Job parameters.		This adds the report that needs to be submitted.

Submit Retroactive Job in Report Mode

HRIS State of Arizona **Retroactive Pay Calculation (ZR131)** Welcome [logout] ZR131

Navigation: >> + Add Change - Delete Previous ? Inquire Next Inquire Related Forms

Buttons: **Submit** Reports Job Sched Print Mgr

Job Name: ZR131-1234
 Job Description: ZR131 CNORRIS
 User Name:
 Product Line: PROD

Parameters

Selection Time Record

Retroactive Percent or Amount Per Hour
 Retroactive Pay Code RETRO PAY
 Time Record Date

Distribution Option Current Distribution
 Update Option Report
 Employee Sequence Alpha

HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
Submit Job link	R	Click Submit	Another window will appear (see below – Job Submit image)	This submits the job to HRIS to process
Submit button	R	Click Submit again	ZR131 is displayed	Leave the Job Queue, Start Date and Start Time fields blank. Job is being processed by HRIS

Submit Job -- Webpage Dialog

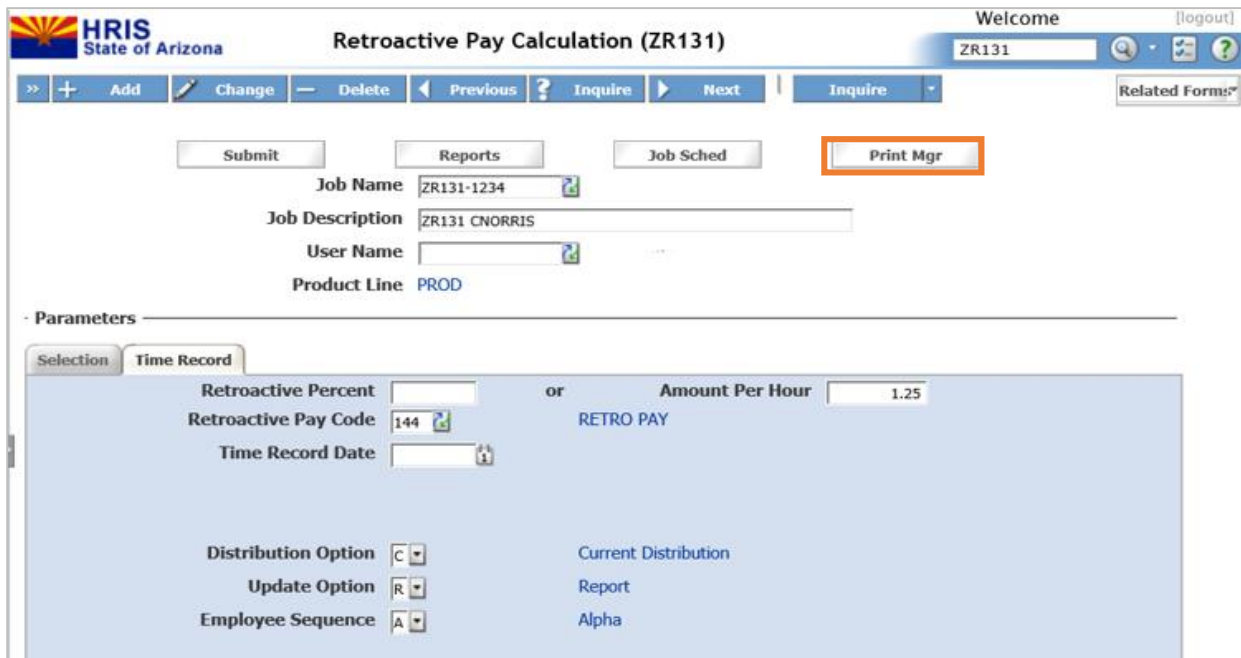
Job Name: ZR131-1234
 User Name:
 Job Queue:
 Start Date:
 Start Time: (hhmm)

Buttons: **Submit** Cancel

View Results of Retroactive Job

Once the job is submitted and processed view results in the Print Manager

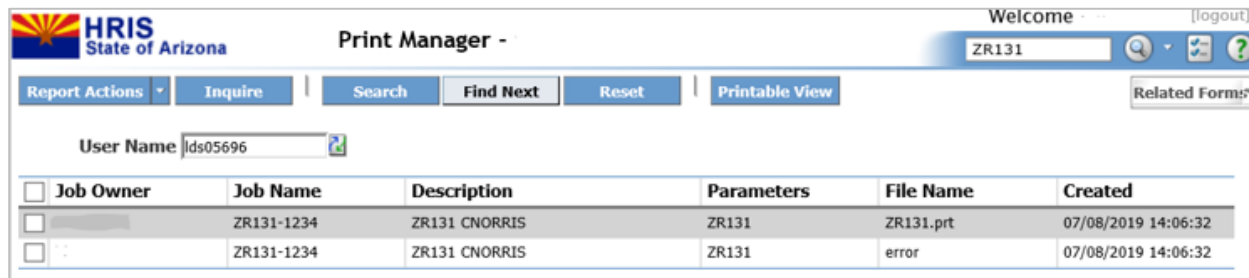
NOTE: Remember, at this point, the report has only been submitted in Report Mode, which means the employee's record has not been updated. If the results are correct, the job will have to be resubmitted in Update Mode or the Retroactive Pay Time Record will not be created and the employee will not be paid the Retroactive Pay monies.



HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
Print Manager	R	Click Print Manager to display results		Print Manager can be used to display all reports that have been processed.

Print Manager

Print files are used review completed results. To print the results of the report, always access the PDF option in the report results, the print feature in Report Actions cannot be used.



Job Owner	Job Name	Description	Parameters	File Name	Created
	ZR131-1234	ZR131 CNORRIS	ZR131	ZR131.prt	07/08/2019 14:06:32
	ZR131-1234	ZR131 CNORRIS	ZR131	error	07/08/2019 14:06:32

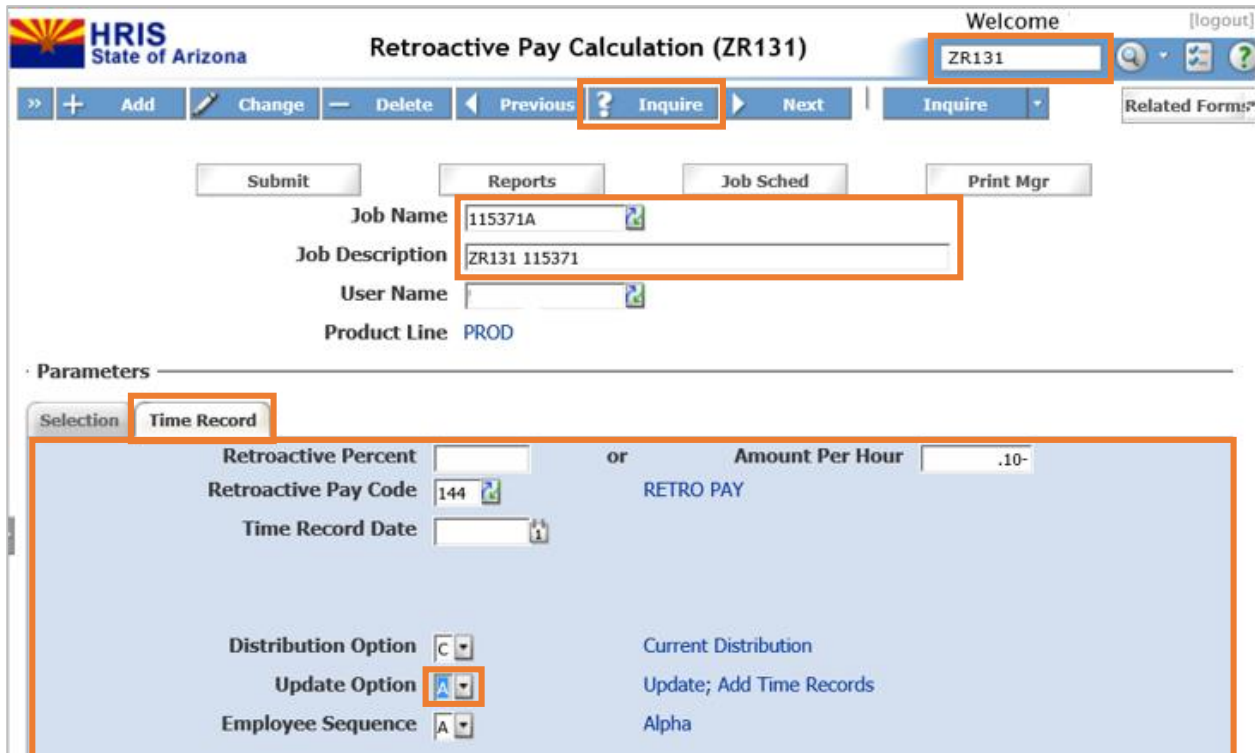
HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
Job Name	R	Click on the display line of the report	The row will be highlighted	
View link	R	Click on View (under Report Actions), to display report results	The report results will display	Report results will display in the default format selected (most are Text or PDF)

If the results are correct you run the same job in Update Mode to change the employee's record (see Agency Retroactive Pay Calc (ZR131) – Resubmit Retroactive Job in Update Mode).

If the results are NOT correct, update the job parameters on ZR131.

Submit Retroactive Job in Update Mode

This is the final step when processing a retroactive pay. This step will rerun the Retroactive job and create the necessary time records to update the employee's record and pay the employee.



HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
White Box Search	R	Type ZR131 and press Enter		
Job Name field	R	Select the previously created Job from the Drop-Down select		
Inquire button	R	Click Inquire	Previous job parameters are displayed	
Update Option field	R	Select an Update Option A - Update; Add Time Records or		Update; Add Time Records , allow user to add time records to an employee and will not delete any existing retroactive time records.
		U - Update; Recreate Time Records		Update; Recreate Time Records, allow user to Delete existing retroactive time records on an employee record and

				overwrite with the retroactive time records.
Change button	R	Click Change to update the Retroactive job		Must click change to store the selection in the Update Option field. Make certain at the bottom of the screen Change Complete Continue is displayed, before continuing to the next step.
Submit button	R	Click Submit	Pop-Up window appears	
Submit button	R	Click Submit again	This submits the job to HRIS to process and create time records. Return to ZR131 screen	Leave the Job Queue, Start Date and Start Time fields blank. Right-Click Drill Around the Employee field to view the Retro Time Record(s) in the Time Records folder